



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505  
(304) 284-7560 (Phone)  
(304) 284-4839 (Fax)

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June 28, 2006

**WEST VIRGINIA BULLETIN NO:** WV360-6-6

**SUBJECT:** PER – National Employee Development Center (NEDC) FY-07 Training Needs Inventory

**Purpose:** To inform employees of the FY-07 NEDC Training Needs Inventory (TNI)

**Expiration Date:** July 10, 2006

**ACTION REQUIRED BY JULY 10, 2006**  
**NO LATE REQUESTS WILL BE ACCEPTED.**

The National Development Center (NEDC) will be taking a different approach to training in FY-07. The courses offered will be based on the priority training needed to carry out the agency's new Strategic Plan 2005-2010, and staff workload. NEDC will consult with national leadership to determine the priority training.

All employees and supervisors should review the attached list of courses presently being offered by NEDC and list all employee training requests on the [FY-07 NEDC Training spreadsheet](#). Course descriptions can be found on our NEDC website at <http://www.nedc.nrcs.usda.gov/catalog/listing.html>.

All training requests must be forward through the appropriate channels before being sent to Charlotte Wertz. All requests that are not approved must provide a reason for not approving in the appropriate column. All training and employees must be prioritized.

We will be initiating our own internal TNI and will submit names of those approved to attend training in FY 2007 once NEDC releases the schedule and dates/location. We will submit the course participant names to NEDC. **DO NOT REQUEST THESE IN THE COMPUTER.**

Before approving an employee for a course, review the **pre-requisites** for the training course. This can be done through the NEDC website listed above.

**Reminder:** Employees wanting to take Self-Study Courses must have prior approval from their immediate supervisor. A copy of certification of completion must be sent to Charlotte Wertz.



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If you have questions, please call Charlotte at 304-284-4247.

/s/ Richard L. Judy, Acting for

RONALD L. HILLIARD  
State Conservationist

Attachments

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